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**DEPARTMENT OF COMMERCE  
PROFESSIONAL LICENSING & REGULATION BUREAU  
1920 SE HULSIZER ROAD - ANKENY, IOWA 50021-3941**  
Telephone: 515-281-4126; 515-281-5910, 515-281-7393

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**UNIFORM COMPLAINT FORM**

Please complete and return to: Professional Licensing, 1920 SE Hulsizer Road, Ankeny, Iowa 50021-3941

**COMPLAINANT**

|                    |                     |
|--------------------|---------------------|
| Your Name          | Address             |
| Business Telephone | City, State, Zip    |
| Fax Number         | Residence Telephone |

**SUBJECT OF COMPLAINT**

|                              |
|------------------------------|
| Name of Person               |
| Name of Firm                 |
| Address                      |
| City, State, Zip             |
| Address of Property Involved |
| City, State, Zip             |

**REGULATED PROFESSIONS**

|  |  |  |
|--|--|--|
| Below is a list of the professions regulated by this Division. Please check which profession(s) your complaint is against. |  |  |
| <input type="checkbox"/> Accountancy ( <i>CPA/AP</i> )   | <input type="checkbox"/> Architect             | <input type="checkbox"/> Engineer/Land Surveyor                    |
| <input type="checkbox"/> Landscape Architect   | <input type="checkbox"/> Real Estate Appraiser | <input type="checkbox"/> Real Estate ( <i>Broker/Salesperson</i> ) |

**OTHER CONTACTS**

|   |     |    |  |
|---|-----|----|--|
| Have you contacted subject concerning this complaint? | Yes | No |  |
| If yes, what were the results?                        |     |    |  |

**YOUR PROFESSION**

|  |     |    |  |
|--|-----|----|--|
| Are you currently licensed in your profession? | Yes | No |  |
| Which profession?                              |     |    |  |

## DETAILS

**Briefly** explain your complaint. Attach additional sheets, if necessary, to clearly document the violations you believe have occurred.

## DOCUMENTS

Please attach copies of the following documents (*as applicable*) to support your complaint, and include any claim, policy, contract or other pertinent information. Failure to do so may cause unnecessary delays. Check below which documents, if any, you have enclosed.

|  |  |   |
|--|--|---|
| <input type="checkbox"/> Listing Agreement | <input type="checkbox"/> Seller's Disclosure Statement   | <input type="checkbox"/> Contract for Services      |
| <input type="checkbox"/> Advertisements    | <input type="checkbox"/> Plats, Plans, Specifications    | <input type="checkbox"/> Cancelled Checks, Receipts |
| <input type="checkbox"/> Offer to Purchase | <input type="checkbox"/> Legal Property Description      | <input type="checkbox"/> Financial Statements       |
| <input type="checkbox"/> Closing Statement | <input type="checkbox"/> Architectural/Engineering Plans | <input type="checkbox"/> Tax Returns                |
| <input type="checkbox"/> Land Contract     | <input type="checkbox"/> Real Estate Appraisals          | <input type="checkbox"/> Audit/Review Papers        |
| <input type="checkbox"/> Work Papers       | <input type="checkbox"/> Other                           | <input type="checkbox"/> No Documentation Submitted |

## SIGNATURE

This Division only has jurisdiction in certain matters involving consumers and licensees. It is suggested that you first contact the person or firm about whom you have a complaint to see if the matter can be settled. If this has been unsuccessful, you may want to consult an attorney to determine your civil options, file an action in Small Claims Court, or contact your local prosecutor. These steps may be taken in conjunction with or instead of filing a complaint with this Division. The Division does not provide legal advice or act as your attorney.

|   |      |
|---|------|
| Signature ( <i>required to file complaint</i> ) | Date |
|---|------|

Please complete and return to: Professional Licensing, 1920 SE Hulsizer, Ankeny, Iowa 50021-3941

# Iowa Real Estate Commission

## Real Estate Complaint Information Sheet

1. The Real Estate Commission will investigate signed written complaints concerning a real estate licensee or firm. The allegation must contain probable cause to believe that a license law or rule may have been violated. The Commission has jurisdiction only if a licensed real estate agent was involved in an Iowa transaction.
2. If the Commission determines that a license law or rule has been violated, the Commission can take appropriate action against the licensee.
3. The Commission is not authorized to settle contract problems, recover losses, expenses, repair costs, legal fees, or to order the return of earnest money deposits. These are legal matters that may have to be settled in the appropriate court.
4. The Commission and staff are not attorneys and are prohibited by Iowa law from providing legal advice. If you need advice and guidance to determine what course of action to take, you will have to consult with your attorney.
5. Please **DO NOT** call the Commission office to check on the status of your complaint. Written notification will be sent to you when an investigation has been initiated by this office and again after a determination has been made. Please be patient. The complaint process can take from 2 to 9 months or longer, depending upon the number and complexity of complaints being investigated. If formal charges are filed, a hearing may be necessary.
6. Complaints about a mortgage company or lending institution should be referred to the Banking Division, 515/281-4014.
7. Complaints about insurance should be referred to the Insurance Division, 515/281-5705.

Iowa Real Estate Commission  
Professional Licensing & Regulation Bureau  
1920 SE Hulsizer Road - Ankeny, Iowa 50021-3941

Telephone: 515/281-7393  
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